

# ***Selwyn College***

***Te Maru Pūmanawa***



***Affiliated to the***

***University of Otago***

**An Introduction to Selwyn College**

**Information and Regulations**

## WELCOME TO SELWYN COLLEGE

*Ka tangi te titi, ka tangi te kaka, ka tangi hoki ko au, tihei mauri ora.*

*E nga mana; e nga waka; nga hau e wha. Tuatahi, me mihi ki te runga rawa, nana nei nga mea katoa. Tuarua, me mihi ki te iwi. Tena koutou, tena koutou tena ra tatou katoa.*

Congratulations on being offered a place at Selwyn College for 2018. Selwyn is much more than simply a place to live. It is a vibrant community with a rich culture and established traditions. More importantly it is your home for the year, as it has been to many thousands of young people since its beginnings in 1893. Students at Otago have gathered here since then to learn and accomplish much, to work hard, play hard and to enjoy each other's company in this friendly and enthusiastic community of scholars. You have joined a proud College with a rich heritage.

Selwyn's strengths lie in traditions of hard work and high achievement, of good fun and strong friendships. All this generates a deep loyalty to the College amongst former residents, alumni and returners.

You will live with around 190 students from diverse backgrounds – mainly from New Zealand, but from overseas also. That alone will contribute enormously to your experience and education in Dunedin. Living at Selwyn, participating in and enjoying the community and sense of purpose that it provides, develops a breadth of character and depth of understanding that is not so easily achieved by those living at home or independently.

Selwyn College is safe, friendly and inclusive community. We make a point of maintaining a positive atmosphere and an industrious, cooperative tone. We prize intellectual excellence, aesthetic awareness and that old ideal of a *"healthy mind in a healthy body"*. Our Christian heritage provides core values, including honesty, simplicity, respect and concern for others. It is fundamental that all members of this community and guests are to be treated with respect and courtesy at all times.

The College provides high quality academic support, particularly through its tutorial programme. Make the best of it – and everything else that is on offer here. I'm certain that if you do, you'll achieve your goals, accomplish big things and enjoy an unforgettable year.

Selwyn aims to be a self-managing community, where young people shoulder responsibility, look out for for each other and strive to realise their potential. Selwyn College aims to produce individuals who will go on to make a disproportionate difference for good in the world. I invite you to take up that challenge and wish you all the very best for the year ahead. I also hope that you'll welcome the new Warden who will succeed me in 2018 after my retirement.

**Ashley Day**  
**Warden**

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## **PART A - GENERAL EXPECTATIONS**

Past traditions underpin important aspects of our culture, which seems to evolve a little each year as residents strengthen and modify “...the way we do things around here”.

In choosing to live here, you agree to become part of a learning community that is characterised by respect, responsibility and opportunity. Respect for others, and courtesy, are fundamental to acceptable standards of conduct. Responsibility implies making good decisions and managing yourself and your life effectively. The opportunity to learn about life, yourself and relating to others - cooperatively and independently, is there for the taking.

Selwyn was built on a Christian ethos and your commitment will show in your willingness to uphold these values and our reputation. We expect you to meet your own and others’ high expectations at University and to engage positively with this community - in social, sporting and cultural contexts and without giving in to excess.

We are a large enough community and residential life just has to be a more regimented than in a family home or flat. Please note the following guidelines:

### **1. CONSIDERATION FOR STUDY NEEDS**

Quiet is important for study – and sleep too, especially in the evenings and we will ensure that Selwyn remains, as far as possible, an orderly and functional environment to work in. Quiet rules, then, especially after 9.30pm, prior to and during examination periods. No resident with their door closed should be distracted by others’ noise, whether from conversation, music or high jinks.

### **2. VISITORS AND GUESTS**

Members of the College are accountable for the behaviour of any guests, who can only ever be here by invitation. It is important for others’ safety and security. Please be very clear about the alcohol policy and regulations and ensure that any guests you invite are too.

Members wishing to have a guest stay overnight must complete a ‘visitors request form’ and have it signed off by a welfare team member. In submitting this to the office they will collect a guest pass. A guest pass covers 3 meals, the use of Selwyn facilities and mattress hire. Guest Passes are \$10.00 and may be paid via cash or charged to the account on submission of the visitors request form.

This must be done three days before any guests arrive. A student may have a guest

stay up to 2 days but will need to seek approval by the Warden if they would like a guest to stay longer. A mattress may be obtained from the office staff or on-duty Welfare team member.

Stays within the College longer than three nights **MUST** be directly approved by the Warden.

### **Guest Ban**

No guests are permitted during: O-Week, Re O-Week and after High Tea. Guests are also not permitted during exams in semester 1 and 2. Guest Ban dates will be given to you by your Sub-Warden at the start of the semester.

### **3. COLLEGE ALCOHOL POLICY**

Residents **must** be familiar with the College Alcohol Policy **before arriving**.

Let's ensure that there are no misunderstandings:

- A limited amount of beer, wine and RTD's are permitted in rooms with the approval of the Warden.
- **Under no circumstances are alcoholic spirits or liqueurs to be held in student rooms.** Any spirits found will be confiscated and kept with the Senior Tutor until the end of semester. The onus is upon the students to collect their confiscated bottle/s at the end of each semester or else they will be disposed of. All residents present at a gathering where spirits are found will be deemed to be jointly responsible and disciplinary procedures can be expected to follow.
- No consumption of alcohol is permitted in the common areas such as hallways, bathrooms, Cats Common Room, the Shed or the Quad without the prior permission of the Warden. Residents and guests are also not permitted to move around the College with open vessels – bottles, glasses or cans of beer or wine or other alcoholic drinks. If found with an open vessel in such areas by the Welfare Team or any other staff member, the vessel will be confiscate and the alcoholic contents disposed of immediately.
- Drinking alcohol is not permitted at public events where Selwyn College is formally represented - e.g. at Cameron Shield events.
- Drinking games, where consuming alcohol is the prime focus of the gathering, are not permitted. Nor is apparatus, such as yard glasses and

drinking bongs. If you organise or take part in such events, here or off-site, you infringe the University's Code of Student Conduct and put yourself at risk of exclusion.

- Students may not be intoxicated and disorderly on College premises. Students who become intoxicated and whose behaviour demonstrates a lack of care and respect for their fellow students and/or for welfare team members or the night porter will face disciplinary action. Consequences could include community service or a ban from consuming any alcohol on College premises.

Students who seriously or repeatedly offend may be suspended or expelled without re-imbursement of any fees.

- Guests and visitors must abide by these rules and residents who invite them take responsibility for them. Visitors may not bring alcoholic drinks into the College.
- An alcohol ban along with a guest ban is put in place, usually two weeks before examination periods, because a quiet and settled environment is conducive to study. Alcohol bans may also be introduced at other sensitive times and at the Warden's discretion.

### **Social Gatherings**

A gathering of four or more in a student's room constitutes a "social gathering" (known as an SG) and requires prior approval from the Warden, Senior Tutor or Sub-Wardens on duty.

Consideration for other residents, who may be working or sleeping, is paramount.

Students entertaining people in their rooms should bear in mind that they have "host responsibilities" and must comply with the University of Otago Code of Student Conduct.

**Students hosting a social gathering are responsible for the behaviour of their guests.** Hosting a social gathering requires some leadership. Get it wrong and you may lose the right to host further gatherings.

All social gatherings are to start after dinner and end at 9.30 pm. It is the host's responsibility to ensure that guests leave promptly and quietly.

#### **4. SMOKING**

Selwyn College is a smoke free environment. No smoking is permitted within the College premises, in any building or open space.

#### **5. ILLEGAL DRUGS**

If illegal drugs are found on the premises or suspected to be on the premises you may be subject to an instant room check and police will be informed. Residents found with illegal drugs will be referred to the University Proctor and disciplinary action may follow, in addition to the College's disciplinary processes - likely to include suspension or expulsion from the College.

#### **6. HARASSMENT**

Any form of harassment or intimidation is unacceptable within the College. Selwyn, which is affiliated with the University and the Anglican Church, is governed by a code of ethical behaviour, which is clearly outlined in the University of Otago *Code of Student Conduct* brochure.

The brochure also covers physical/verbal assaults, sexual harassment and initiation events. Any complaints will be thoroughly investigated and the procedures laid down by the University will apply to all members of the College.

#### **7. RESPECT FOR STAFF**

Abusive or rude behaviour towards any staff or welfare team member is intolerable. Complaints about staff or welfare team members must be directly communicated to the Warden, preferably in writing and will be fully investigated. Complaints about the Warden should be communicated in writing to the chairman of the Board of Governors. Disrespectful behaviour towards staff or welfare team members could result in suspension or expulsion from the College.

#### **8. DISCIPLINE**

All members of this community are bound by:

- the rules and practices of the College;
- the regulations of the University of Otago; and
- appropriate and respectful standards of behaviour in relation to others.

Failure to comply with these broad guidelines may lead to disciplinary action.

Serious matters will be dealt with by the Warden and/or the Board of Governors. The Board reserves the right, following due process, to terminate the residence of any member guilty of gross misconduct or a serious breach of discipline.

Such termination may be on immediate notice. Misuse of drugs and similar serious offences will be a matter for the police. Sexual or other forms of harassment may also be matters for the police and university authorities. Cases of serious or gross misconduct may lead to termination of tenure.

## **9. COLLEGE REPUTATION**

All residents and staff are expected to uphold the reputation of the College. Actions that bring it into disrepute may lead to disciplinary measures, including suspension or exclusion. Such actions include, but are not limited to, theft and assaults, trespass and damage to property at other Colleges and inappropriate or offensive behaviour at Selwyn events, including sports matches or cultural competitions.

## **10. UNIVERSITY DISCIPLINARY REGULATIONS**

Please note the disciplinary regulations of the University of Otago, especially around social functions outside the College and intrusion into other Colleges. Any unauthorised person found within the College may be liable to prosecution, or to proceedings being taken against them under Otago University's disciplinary regulations.

These regulations can be viewed at:

<http://www.otago.ac.nz/administration/policies/otago029948.html>

## **11. LEAVING DATES**

All residents will be asked to provide their leaving and returning dates for:

- mid-semester breaks,
- inter-semester holidays, and
- departure at the end of second semester.

These dates will be collected by Sub-Wardens on each floor.

Residents have 48 hours to leave after their last exam in the second semester. They must complete a room-checkout form accompanied and signed by their Sub-Warden.



## **PART B - ADMINISTRATION & STAFF**

### **1. BOARD OF GOVERNORS**

The Board of Governors is responsible for overall governance and board level policy/planning for the College. The board meets five times a year at the College.

Board members will also be seen around the College at other times. The Warden and student president are on the Board ex-officio. Current members of the Board of Governors are:

1. Rev Aaron Douglas - *Chair*
2. The Right Rev Dr Steven Benford, Bishop of Dunedin
3. Warden
4. Rev Hugh Bowron
5. Mrs Lisa Burton
6. Mr Chris Doudney
7. Mr John Harraway
8. Mrs Anne Stevens
9. Dr Rachel Zajac
10. SCSA President 2018

### **2. FELLOWS**

Since 2005, the Board has appointed the following as Fellows of Selwyn College:

1. Dr Richard Acland
2. Mr Philip Broughton
3. Mrs Josephine Dodd
4. Sir Mason Durie
5. Dr Tony Fitchett
6. Mr Danny Gowan
7. Prof Sir Malcolm Grant
8. Dr Hylton Le Grice
9. Mr Simon Eisdell Moore SC
10. Sir Patrick Eisdell Moore (Deceased)

11. Mr William Rex Morris
12. Mr John Nicol
13. The Most Rev Philip Richardson, Archbishop of New Zealand
14. Mr John Scandrett
15. Prof Piri Sciascia
16. Mrs Barbara Smith
17. Dr David Velvin
18. Prof Rob Walker
19. Dr Shailer Weston
20. Mr. John Harraway
21. Mr. Lindsay Dey
22. Mr. Diccon Sim

### **3. WARDEN**

The Warden is responsible to the Selwyn College Board of Governors for the management of the College and the welfare of its students. Their email address is [warden.selwyn@otago.ac.nz](mailto:warden.selwyn@otago.ac.nz) .

### **4. SENIOR TUTOR**

Is responsible to the Warden and oversees operational matters in the evening. The Senior Tutor facilitates the Welfare Team, Student Welfare and Academics. She is available during her office hours Tuesday to Saturday 3pm-11pm. Her email address is [seniortutor.selwyn@otago.ac.nz](mailto:seniortutor.selwyn@otago.ac.nz) .

### **5. ADMINISTRATION**

Mrs Sarah Spruyt is our Office Administrator. Sarah handles all residents' accounts and allocation of scholarship funds. The office is open week days from 8.30 am to 5pm. Sarah is the first-point-of-contact for residents, parents, prospective residents and all visitors to the College.

Please direct any enquiries to: [admin.selwyn@otago.ac.nz](mailto:admin.selwyn@otago.ac.nz) or by telephoning 03 477 3326 ext 1.

### **6. CATERING MANAGER**

Mr Richard Davey is responsible for managing the catering operations. Queries about meals and special dietary requirements should be directed to [catering.selwyn@otago.ac.nz](mailto:catering.selwyn@otago.ac.nz) or via telephone at 03 477 8332. Richard's office is

located in the area below the kitchen in Whitehead.

## **7. DOMESTIC SUPERVISOR**

Mrs Karen Bruce manages the cleaning and housekeeping operation. The domestic services office is located in the Northcroft Study Centre. Access for residents is 8.30 a.m. to 3.00 p.m. Monday to Friday.

## **8. PROPERTY MANAGER AND GROUNDS**

Mr Paul Smith manages and maintains the grounds, property and equipment. Residents are able to leave work-related messages for the property team in the maintenance book at reception. The workshop is located adjacent to the student laundry.

John Stewart and Judy Ringland-Stewart are contracted to maintain the gardens.

## **9. WELFARE TEAM**

The Senior Tutor and Welfare team are responsible for managing behaviour and providing pastoral care and supervision. The team of Sub-Wardens usually consist of senior students (5<sup>th</sup> year+). The Senior Welfare team comprises 9 Sub-Wardens lead by the Senior Tutor.

- 1. Academic Programme Coordinator:** The Academic Programme Coordinator's portfolio is to coordinate the College's tutorial programme. He takes responsibility for overseeing the determination of the content and structure of the tutorial programme, the appointment of tutors in each semester, the scheduling of tutorials, the evaluation of tutors and the monitoring of the residents' academic progress.
- 2. 9 Sub-Wardens** make-up the Welfare Team. Team members are rostered on duty during evenings and weekends. Sub-Wardens have a very significant leadership, mentoring and guidance role in the life of the College.

Each of the large floors or wings in the College has a Subbie who has particular interest in the welfare of students on that floor. He or she will be available to answer queries, hear concerns and provide advice. He or she will take a mentor's/leadership role where appropriate.

## **10. CHAPLAIN**

The Rev Michael Wallace is the College Chaplain and Vicar of All Saints' Church. The Chaplain leads the College liturgies for: Commencement, "Revealing" the Haka and Waiata, ANZAC Day, Mid-winter and High Tea/Valediction and so on. Father

Michael is available to meet with students of any faith background. He and his family live in the Vicarage behind the Lodge.

## **11. NIGHT PORTERS**

The security/night porter team contracts to the College. Mr Stan Westwood or Mr. Sefo Kelekolio are on duty every night. They provide security, keep an eye on welfare issues and help maintain order. Stan and Sefo have an important role and often provide a listening ear. At the end of every shift they submit reports on activities and any incidents that may need to be referred to the Welfare team, Senior Tutor and/or the Warden. Stan and Sefo are important members of the College Staff and must be treated with consideration and respect.

## **PART C - STUDENTS' ASSOCIATION**

### **1. MEMBERSHIP**

The Selwyn College Students' Association (SCSA) is the association of current residents of the College. Membership is automatic on being admitted to the College. SCSA is quite distinct from the University of Otago Students' Association.

Events organised by SCSA need to be funded and the College collects an activity fee which is used in part to fund approved events. This fee is paid upon formal acceptance of a room. See Appendix II – Accommodation Contract.

### **2. SOCIAL, CULTURAL & SPORTING EVENTS**

SCSA plays an important part in maintaining the sense of community that is a hallmark of Selwyn College. It plays a major role in organising social activities, sporting and cultural events and competitions for the Cameron Shield and Nevill Cup, which are fiercely competed for with Knox College - Dunedin. The SCSA also organises annual sporting and cultural exchanges with College House in Christchurch.

### **3. COMMITTEE**

The SCSA is led by a Committee that co-ordinates student activities and the larger social occasions and activities.

Election for the Committee for the following year is normally held in September. The student President is an ex-officio member of the College Board of Governors. The Committee, together with the Welfare team, provides significant leadership.

## **PART D - ACADEMIC SUPPORT**

### **1. NORTHCROFT STUDY CENTRE**

The Study Centre is available 24 hours a day for study, seminars and tutorials. It should be a calm and quiet place at all times. In addition to your water bottle, please take only fruit, muesli bars etc. for sustenance. NO takeaways/pizzas, smelly, fatty or messy food is permitted. The rules are the same as for the University library. Keeping the study centre tidy and useable is everyone's responsibility.

### **2. GROUP TUTORIALS**

Tutorials are available in a number of subjects and costs are covered by Selwyn College fees. We'll attempt to meet any demand/requests for special help or assistance. Tutors are employed to take specific classes or groups and they are usually senior or postgraduate students. The Academic Programme Coordinator is responsible for employing tutors and any concerns about a tutorial should be directed to him/her. Senior tutors may also facilitate the organisation and support of peer learning groups.

### **3. PEER SUPPORT LEARNING GROUPS**

The Academic Programme Coordinator may also on request, arrange peer-support learning groups for students to come together to help, encourage, teach and learn from one another. These groups may also ask for assistance from a tutor.

### **4. ONE TO ONE SUPPORT**

The Academic Programme Coordinator is also available to discuss options for arranging personal tutorials and learning support. Please note there may be an additional cost for such assistance.

### **5. STUDY SKILLS AND EXAMINATION TECHNIQUE PROGRAMMES**

Special programmes to develop study and examination skills are offered by the University from time to time. The Academic Programmes Coordinator will be responsible for advertising and organising any such sessions.

### **6. INFORMATION TECHNOLOGY**

Wireless access is available in all College buildings and common areas via Selwyn's broadband network.

Rooms within the main accommodation buildings, Whitehead, Sargood and Richardson have wired ports (residents provide their own ethernet cables).

Misuse of the network, downloading excessive amounts of data or downloading objectionable material is not permitted. Any breach may result in disciplinary action and/or loss of access.

Laser photocopying and printing is available in the study centre at 10c per black and white page and 20c per colour page.

Selwyn College has it's own APP. This should be downloaded prior to arrival at Selwyn College to follow all the activities of the College. Dinner menu, Tutorial Programme, Sport and Cultural notices are some of the uses of the APP. The OWeek and ReO Week activities will be loaded as well.

## **PART E - WELFARE AND SPIRITUAL NEEDS**

### **1. STUDENT HEALTH**

All cases of sickness must be reported to the office and the student's SR. Assistance can be provided for meals to be delivered to rooms. Doctors' visits can be arranged when necessary. Residents should make their own appointments to see medical, counselling or allied health staff at Student Health Services. Student Health and Counselling is located on the corner of Walsh and Albany St and the phone number is 479 8212 or Freephone 0800 479821 (including Cellphones)

There is a small charge for students who hold a community services card. College staff will assist with transport to hospital or the after-hours clinic if necessary.

There are separate, identified and locked fridges for insulin storage. Please inform us if you require any special arrangements to be made.

### **2. ALL SAINTS' PARISH**

All Saints' Church forms one side of the quadrangle and we have had a close association with the parish since the founding of the College. All Saints' Church functions as our chapel. College services take place there and the the Vicar of All Saints' is also the College chaplain.

All Saints' Church is open all day, every day. Please feel free to use the church for prayer, contemplation or to light a candle. You are welcome there if ever you require some personal space or want to be by yourself.

Some Selwyn students are active in All Saints' parish too. The Selwyn choral scholars, play an important role in All Saints' community. The College and the All Saints' share a Director of Music.

Sunday services are at: 8 am (Mass); 10.30 am (High Mass with choir) and 8 pm (Taize Chant). Weekday service is 5.30pm On Wednesday. For parish activities, study groups and other information please ask the chaplain or visit [www.allsaintsdsn.org.nz](http://www.allsaintsdsn.org.nz).

All Saints' has various halls and meeting rooms for use. Bookings can be made by contacting the parish administrator at 479 2212 or [admin@allsaintsdsn.org.nz](mailto:admin@allsaintsdsn.org.nz).

The Chaplain and Vicar is Rev'd Michael Wallace. Please feel free to contact him. Father Michael is available to students of any faith background. Father Michael can be contacted at 477 8300 or [vicar@allsaintsdsn.org.nz](mailto:vicar@allsaintsdsn.org.nz).

### **3. THE UNIVERSITY CHAPLAINS**

Ecumenical Chaplain: Reverend Greg Hughson

Ph: 479 8497      Email: [greg.hughson@otago.ac.nz](mailto:greg.hughson@otago.ac.nz)

Roman Catholic Chaplain: Father Mark Chamberlain

Ph: 479 5348      Email: [machamberlain61@gmail.com](mailto:machamberlain61@gmail.com)

Or for general enquiries email through: [chaplain@otago.ac.nz](mailto:chaplain@otago.ac.nz)

For more information about chaplains, go to: <http://www.otago.ac.nz/chaplain>.

## **PART F - FEES, DINING ROOM AND HOUSEKEEPING**

### **1. TERM FEES**

Selwyn College is a not-for-profit institution that offers accommodation and a rich community life to its members – students at Otago University. Fees are set annually, but the Board reserves the right to adjust them when or if financial circumstances dictate.

As mentioned in the accommodation contract (refer Appendix II Pg 30) payment of the 1<sup>st</sup> instalment is necessary to secure your residency at Selwyn.

Fees are for the full academic year and are payable in four instalments. Residents are personally responsible for ensuring that fees are paid on time. Instalment invoices are e-mailed prior to the due date to the guarantor of the resident.

If financial difficulties arise, residents must raise this with the Office Administrator who manages residents accounts. Failure to meet the payment deadline will result in a penalty fee being applied (see Appendix II - Accommodation Contract Schedule).

The College contract with a student is for the residential year only. Selwyn College opens for residence on Friday in the week prior to registration at Otago University. The dining hall will open with dinner on that day. The dining hall normally closes after brunch on Sunday at the end of the academic year. Unless prior arrangements are made with the Warden, and out of respect for fellow students who still have work to do, students are expected to leave within 48 hours of their last examination.

Residents who have made arrangements with the Warden to stay after the end of the residential year (for course purposes) will incur a charge of **\$25.00 per night**.

**No refund of term fees will be made for absence from the College due to sickness, suspension, expulsion or any other cause.**

Fees for the full academic year are each resident's responsibility. If he/she leaves part-way through the year, the fees remain his/her responsibility at least until the beginning of the following semester, by which time a replacement resident may have been found. Accommodation fees will not be refunded if there is no replacement. This policy also applies to suspensions/expulsions. See Appendix II – Accommodation Contract, clause 4.

## **University Scholarships**

Many residents are recipients of University scholarships.

Residents in receipt of **full** University scholarships (allocated to accommodation fees) will have this applied to their account at the beginning of the residential year. Please note; this does **NOT** cover the \$1,800.00 admission fee as this is your cost and due on Friday the 20<sup>th</sup> of October 2017. Accommodation instalment invoices will still be emailed to the guarantor marked 'do not pay'. However any incidental costs (guest meals/tie or scarf etc) will need to be paid as marked on the invoice.

Residents receiving a **partial** University scholarship can deduct the value of the Scholarship from the \$6,500 due on the 8<sup>th</sup> of January 2018. You are welcome to contact Sarah at the office if you have any queries.



## **2. RETURNING STUDENTS**

Around August each year, a member of the College, who wishes to return for the following year, may apply for re-admission. Selwyn has a high rate of returning students, but re-admission is never guaranteed. Criteria such as academic grades, good behaviour and active involvement in College life and events will be taken into account.

## **3. DINING**

### **Brothers' Hall Protocol**

The College dining room known as the Brothers' Hall is a memorial to the late Massey brothers who died in World War 1. It is well respected and no pranks, raucous behaviour or inappropriate announcements are permitted. A reasonable standard of dress and behaviour is required at all times and everyone entering the dining room must wear shoes, i.e. no socks or bare feet. No hats are permitted. Residents who have been playing sports, such as rugby or football are to shower and clean-up before entering. Bags and coats are left outside. Those areas are also regarded as 'prank free'.

Residents are required to wear formal dress every Sunday to all formal dinners.

### **Meal Times**

<i>Monday to Friday:</i>	Breakfast:	6:00 am - 10:00 am
	Lunch:	12:30 pm - 1:15 pm
	Dinner:	5:30 pm - 6:15 pm
<i>Saturday:</i>	Breakfast:	8:00 am - 10:00 am
	Lunch:	12:30 pm - 1:15 pm
	Dinner:	5:30 pm - 6:15 pm
<i>Sunday:</i>	Breakfast:	8:00 am - 10:00 am
	Brunch:	10:30 am - 12:30 pm
	Dinner:	5:30 pm - 6:15 pm

Students are required to leave the dining room fifteen minutes after service times end to facilitate cleaning and setting up for the next meal.

### **Special Dietary Requirements**

Residents who wish to have only vegetarian or vegan meals should register their names via the questionnaire sent to all first year residents. The vegetarian option implies that you will eat this only – and not the meat/fish/chicken dish when you choose. The vegetarian option cannot be opportunity for residents to have another choice of main.

Selwyn College is only able to provide for gluten free requirements (not dairy free for example). Due to the significantly higher price of gluten free food, a student requiring a gluten free meal plan will be asked to pay an additional contribution of \$250.00 per year towards these costs.

If you require gluten free option, you must contact or meet with the Catering Manager – Richard Davey (catering.selwyn@otago.ac.nz) before taking up residence. At meal times please check with server staff to see what is organised for you. Although food will be labelled, residents remain responsible for what they eat and are expected to ask the staff if they are unsure about the contents of any food.

### **Meals**

Three meals a day are served in the dining room. Students may help themselves to a variety of cereals, bread and condiments, fruit and yoghurts and hot and cold beverages at breakfast. At lunch time, a main option is available as well as a variety of salads, breads, condiments and fresh fruit. At the evening meal there are two meat options provided on a “first in, first served” basis.

Please consider your choice from the menu board before you are served.

Seconds may be offered after 1:15pm for lunch and 6:10pm for dinner, once all residents and staff have been served. A sign will be displayed when seconds are available.

### **Late Meals**

Late lunches can be booked at breakfast time by completing the registration book available in the kitchen. Late lunches are served between 1:30pm and 2:30pm. If this time is not suitable you are alternatively advised to prepare a packed lunch for the day.

Late dinners can be booked via the registration book which is located in the foyer – the list closes for entries at 3.30pm. This is a service for residents who have late lectures, labs or sport practices which clash with the usual dinner time.

The service is not available for residents who choose to stay on at the Central Library instead of returning in time for dinner.

Late dinner meals are not available until 7:30 pm because they are chilled in a blast chiller which must complete its cycle before being opened. Late dinners can be picked up from the CATS kitchen from 7:30pm onwards. Late dinners are not available on weekends unless requested with the weekend chef.

Plastic containers used for late dinners must be returned to the kitchen as they are expensive, but recyclable.

Please note: if you order a late meal you are not entitled to a meal in the dining room as well.

### **Packed Lunches**

Packed lunches are made in the kitchen from Monday to Friday between 7:15a.m. – 8:30a.m.

Packed lunch ingredients are not to be used as breakfast accompaniments.

Packed lunches may be required on weekends and are provided on request with weekend staff.

### **Dining Guests**

If you would like to invite a guest for a meal, please ask for permission from the chef on duty - preferably at a prior meal (e.g. dinner guests should be booked in at lunch time). A guest card will be issued and details recorded in the guest book. Please present your guest card as you proceed through the servery in the dining room. Guests' meals are charged to the host resident's College account OR paid by eftpos at the office. To ensure all charges are correct please return any unused cards to the kitchen.

The kitchen accepts a maximum number of five guests per day.

Guest meal prices are:

Breakfast: \$5.00

Lunch/Brunch: \$5.00

Dinner: \$5.00

Alternatively, you may be issued a Guest Pass for \$10.00. No unpaid guest/visitor

is to be invited to the Dining room during meal times.

Dinner each day is presided over from High Table. You should introduce your guest to the Warden or presiding Welfare team representative.

### **Crockery, Cutlery and Glasses**

No crockery, cutlery or glasses are to be taken from the dining room at any time. Residents supply their own mugs for use on floor kitchenettes and in CATS kitchen.

### **Drinks and Food Outside of Meal Times**

Coffee, juice and filtered water are available in CATS kitchen for use throughout the day as the dining room is closed between meal times.

No food or beverage items may be taken from the dining room except fruit. Late suppers (breads & spreads) are provided on Monday - Friday evenings from 9:30 p.m. in CATS kitchen.

### **Milk Allowance**

Milk is available from the kitchen for floor fridges at dinner time only. This should be collected by one person from each floor between 6:15 - 6:30 p.m. Floor milk will be allocated each night by the chef on duty.

### **Access**

The kitchen is not to be used as a thoroughfare and there should be no access past the servery without permission - unless for preparing packed lunches.

The dining room is closed between meal times. To contact the kitchen please telephone 477 8332.

Comments, complaints, suggestions and any other catering-related matters may be dealt with at food committee meetings. These are normally scheduled for April, May, July and August each year. The committee comprises the Catering Manager and a representative group of residents but any student is welcome to attend the meetings. Feel free to email the Catering Manager with any catering related matters during the semester as well.

### **Recycling**

Floor kitchens have bins for recycling. They are emptied by students on rosters arranged by the Sub- Wardens (domestic staff DO NOT remove bottles and cans

from student rooms or floor kitchens).

Recycling collection bins (glass and cans) are located by the student laundry and outside Newcombe House. Cardboard recycling is located at the kitchen back door - please ensure cardboard boxes are flattened before disposal. All other bins located directly outside of the kitchen are for kitchen use only. All bins are clearly marked for easy identification. The bottlebank in the grounds of All Saints' Church is also available for use.

#### **4. RESIDENT BEDROOMS**

##### **Room Allocation**

Students' room allocations ensure a degree of diversity throughout the College. Residents will be advised of their room allocation upon arrival and not before. The College reserves the right to change allocations during the course of the year.

Keys are provided for all rooms and will be charged for if lost or if they are not returned at the end of the year.

##### **Electrical Appliances**

Because of regulations and the fire risk posed, **no additional** heaters, electric blankets, pie makers or other such electrical appliances are permitted in your room. If you require an electric blanket for medical reasons, please supply a doctors certificate (any electric blanket will also need to be certified by a qualified electrician).

##### **Posters, Pictures and General Wall Hangings**

For safety reasons and to eliminate the potential for damage, no attachments or fittings and equipment are permitted in rooms e.g. dart boards, hooks, mirrors, tacks, or framed art works.

All rooms have a pin board/notice board. Residents are provided with **White Tac and Pins** to secure posters and photographs. More can be obtained from the office at \$3.50 per pack.

Please don't use adhesive tape, drawing pins or glue as these can damage walls, which may then need to be fully repainted. Residents will be charged for this.

##### **Light Bulbs**

Please bring any expired bulbs to the office for replacement.

## **Furniture and Fittings**

Additional, small items of furniture may be permitted in special circumstances. Where **permission** from the College Administration has been gained, all **furniture should be approved** by the Property Manager before it is brought into a room. **No** large items such as, for example, TVs, fridges, couches, double beds, etc. are permitted, nor is it permissible to move furniture from one room to another.

All rooms have the same items of furniture. They may not be replaced with items from home or some other source. Unfortunately, we cannot store beds, chairs, desks etc. on your behalf.

## **Housekeeping**

Domestic staff work between 9:00 a.m. and 3:00 p.m. Monday to Friday. There is limited service in the weekend.

The College encourages residents to treat their bedroom/study as they would a room in their own home. Each room is provided with a bed and mattress, desk and chair, rubbish bin, desk light, bookshelf and wardrobe. There is also a mattress protector, sheets, pillow and case, and blanket. **Residents must provide their own duvet inner and cover.** Please indicate on the questionnaire if you want to supply your own linen. You should bring a supply of bath towels and face cloths for your personal use.

Rooms should be kept tidy and will be cleaned once a week. Please remove belongings from the floor for vacuuming and clear the desk and window ledges for dusting. Domestic staff will not tidy your room and if you ignore requests to do so when necessary, the matter will be referred to the Warden.

There may be a charge to have your room cleaned and tidied if that is required.

Fresh linen is available for exchange weekly from the domestic services office, Monday to Friday between 8.30 am and 3.00 pm.

## **Student Laundry**

We have various laundries around the College that are equipped with automatic washing machines and tumble driers - your Subbie will indicate which of these are for your use. You will need to provide your own laundry powder and basket.

Particularly dirty sports gear should be well soaked before washing to avoid clogging the machines. The drying room, irons and ironing boards are located in

the laundry. Please bring or buy a sturdy laundry basket for personal use.

## **5. RESPONSIBILITY FOR DAMAGE**

Each student is responsible for his/her own room and its contents. Apart from normal wear and tear, any damage will be charged to the student concerned. Any loss, breakage or theft must be reported to the Warden or on-duty Welfare team member as soon as possible. Any damage deemed to have been caused by unacceptable behaviour, intentional or otherwise, will be charged to the student(s) responsible. Payment will be due by the 20<sup>th</sup> of the following month.

Damage not attributable to an individual may be charged to all residents on that floor. The cost of repairing damage to common areas will be charged against the bonds of all students. Please refer to Appendix II (Accommodation Contract) for bond terms and conditions.

## **6. FAX SERVICES**

There is a facsimile machine available for the use of members of the College. The number is (03) 477 9926.

You are welcome to scan and fax email documents from the photocopier in the office. Please ask Office Administrator about this service.

## **7. MAIL**

Staff sort mail (delivered 3 times weekly) into the pigeon-holes next to the CATS Common Room. Residents may leave postage-paid outgoing mail in the out-tray.

Stamps may be purchased from the office. When you leave the College, please remember to change your postal and evision address as soon as possible and advise the office of your forwarding address.

## **8. BICYCLES**

A secure bike shed is provided for student bicycles. To obtain a shed key and an identification tag for your bicycle please indicate on our questionnaire. Your shed key and room key will be given to you on arrival at Selwyn.

Any bikes left behind after students have permanently left the College will become the property of Selwyn College and will be disposed of accordingly.

## **9. OFF STREET PARKING**

Because Selwyn is close to the University there is limited off-street parking. On-site parks are available for lease by residents at \$20 per week. These charges

coincide with accommodation charges. Note: these numbers are very limited, and returners are given priority. Please indicate on the questionnaire if you wish to lease a parking space. Cars parked on site without authorisation may be towed.

## **10. STORAGE**

The College has very limited space for storage. At the end of the year, all residents leaving the College including those returning for the following year, must take their belongings with them.

## **PART G - SAFETY, SECURITY AND MAINTENANCE**

### **1. HEALTH AND SAFETY IN EMPLOYMENT ACT 2015**

The College has responsibilities and obligations under this Act. Please abide by all instructions and requests made by staff charged with ensuring that we meet our obligations.

### **2. FIRE REGULATIONS**

Your Welfare team representative (Subbie) will familiarise you with fire safety procedures when you arrive.

Fire drills will be held at least twice a year. Everyone should know their escape routes and evacuation procedures. Fire escapes are to be used only to evacuate buildings in the case of an emergency.

Interfering with any emergency fire equipment (ie fire boxes, sprinklers, hoses, extinguishers, alarms, signage etc) is an offence that could lead to suspension. Malicious alarm callouts may lead to the person responsible being required to cover this cost (approx \$1,500).

Bedroom smoke-stop doors (Whitehead) and those in corridors and stair landings (with the exceptions being Sargood & Whitehead who have automated release systems and are permitted to be left open) must be kept closed at all times in accordance with Fire Department regulations.

Residents are not permitted **to use candles, incense burners, aromatherapy burners or any naked flames** within the confines of the College. Candles are a major fire risk in institutions and any that are discovered by staff will be confiscated and disposed of. You could be held responsible for any damage caused by failure to comply with this rule and you could also be liable for the cost of fire brigade call-outs (see above).



### **3. ACCIDENTS & FIRST AID**

There are numerous first aid kits around Selwyn. Please make sure you know the location of the nearest one. Report any accidents to the on-duty Welfare team member/Warden. There is always a first-aid kit located in the office.

### **4. FIREARMS & WEAPONS**

Firearms (including air pistols, spearguns, swords, crossbows, slingshots etc.) are not permitted. The University has a gun safe nearby at the Proctor's office which can be accessed for a minimal fee.

### **5. ANIMALS**

No pets are permitted on the premises except for the Warden's permission.

### **6. ELECTRICAL FITTINGS**

Please do not tamper with electrical fittings, particularly with the timers on the bedroom heaters. Interfering with electrical fittings will result in an automatic \$50 fine.

### **7. COLLEGE MAINTENANCE**

From time to time, you may need some maintenance done to your room, or you may notice that something needs doing in other general areas of the College. A 'Repairs and Maintenance' book is kept in the main foyer of Whitehead. Please list any repairs that require attention and the Property team will undertake these repairs as quickly as possible.

If you need to contact the Property Manager directly, his workshop is located next to the student laundry just behind the squash court.

All residents share responsibility for the care of facilities and are expected to share costs for any damage for which no individual accepts responsibility. Malicious or intentional damage will be charged immediately to the person/s responsible and NOT deducted from the bond. Payment is to be made by the 20<sup>th</sup> of the following month.

### **8. SECURITY AND INSURANCE**

Entrances to most buildings/areas will be unlocked from 7:00am to 8:00pm. Residents will be provided with a unique bedroom key. Attached to it is an access control device (sil key) that will be needed for access outside these times. If you lose your bedroom key you must report it to the office immediately as the silkey will be de-activated for security reasons.

The charge for the loss of your room key is \$75 and \$20 for the loss of the silkey.

Residents should lock bedroom doors when they are away from their floor. Staff and welfare team members have been asked to enforce this. Do not lend your keys to other people or give entry to non-residents.

Please be aware that your personal belongings are kept in the College at your own risk. College insurance does not cover your possessions.

You may wish to take out “all-risks” insurance on your personal possessions and personal liability insurance to cover your responsibility in the event of damage caused to the College property.

## **9. ABSENCE NOTIFICATION**

You must inform your Sub-Warden if you intend to be absent from Selwyn College at any time. Please ensure the “Absence Diary” in the office is filled in. It’s also helpful to inform your neighbour of your plans. This information is useful if you fail to return to College or if we need to contact you in case of a family or other emergency. For your protection and safety, please leave your keys in the office where they will be stored securely.

## APPENDIX I

### A BRIEF HISTORY

Selwyn College was opened in 1893 and named after the pioneer Bishop of New Zealand, George Augustus Selwyn (1809 –1878).

George Augustus Selwyn was the first Anglican Bishop of New Zealand from 1841 to 1858. His diocese was then subdivided and Selwyn was Primate of New Zealand from 1858 to 1868. He was Bishop of Lichfield, England from 1868 to 1878. The educational institutions named in his honour include Selwyn College, Cambridge (1882) and Selwyn College, Otago (1893).

The first Anglican Bishop of Dunedin, Samuel Tarratt Nevill (1837-1921) was keen to establish a theological college to produce local clergy. In 1878 on the death of Bishop Selwyn, Bishop Nevill decided that a College in New Zealand was the proper memorial to the country's first bishop. On 31 October 1891 the foundation stone of the College was laid. On 25 January 1893 Selwyn College was opened as both a theological college and the first hall of residence for the University of Otago.

The College began with five theological students and one medical student.

Part of the Whitehead Building dates from the 1890's, the remainder from 1930. The later part includes the handsome Dining Hall, which was given as a memorial to John and George Massey of Invercargill who died in World War 1. Sargood Hall was completed in 1950. Nevill House was added in 1973 and Woodthorpe House in 1993. In 1994, the 'Old Library', renamed Richardson House, which dates from the late 19<sup>th</sup> century, was extensively renovated. A new wing was added in 1998. Irvine, Millar and Newcombe and Dundas Houses have been added to the College in recent years. The pleasant quadrangle of the College is a focal point for student activity, and is notable for the large pear tree which has been there since before the College was built in 1893.

Selwyn numbers among its alumni prominent leaders in business, science, medicine, Law, the judiciary and other professions. One of the most notable members of our alumni is the late Lord Porritt, physician to the Queen, Olympic medalist and Governor General of N.Z.

Further detail can be sourced from:

Hargreaves, R. (1993) *"Selwyn College's First Century: A History by Ray Hargreaves & List of Residents 1893-1992"*. McIndoe Ltd: Dunedin.

## ACCOMMODATION CONTRACT (2018)

BETWEEN SELWYN COLLEGE,  
560 CASTLE STREET, DUNEDIN, NEW ZEALAND

A N D ..... (“the Resident”)  
[Please write name clearly]

A N D ..... (“the Guarantor”)

1. The Resident accepts the offer of residence at Selwyn College (“the College”) for all of the academic year in 2018.
2. This contract becomes binding on the parties when it has been signed by the Resident and the Guarantor and has been returned to Selwyn College together with the ***Fees Paid Upon Acceptance of a Room*** detailed in the ***Contract Schedule*** and the completed ***College Questionnaire***. However, in the event that the Resident decides not to come to study at the University this contract may be cancelled by the Resident at any time until the 15<sup>th</sup> January 2018. In the event of such cancellation the Resident’s liability shall be limited to those parts of the ***Contract Schedule*** noted as being non-refundable.
3. The dates to which this contract applies, the fees payable by the Resident, and the details of any bond which may be required are set out in the ***Contract Schedule***.
4. The following provisions apply between the parties:
  - (a) the ***General Conditions of Residence*** below;
  - (b) all other policies and requirements of the College as notified to the Resident by Handbook, notice, or other means.

In addition to agreeing to comply with those provisions, the Resident agrees to comply with all reasonable requirements and directions made by staff of Selwyn College.

5. By signing this agreement the Resident:

- (a) acknowledges having read, understood and accepted the **General Conditions of Residence**
- (b) declares that all information provided in connection with the Resident's application for residence and in the **College Information Form** is true and correct and that no relevant information has been withheld. Providing false information or withholding information may result in the Resident's application being rendered void and the Resident being required to leave the College.

6. By signing this agreement the Guarantor:

- (a) confirms that they are a parent or guardian of the Resident;
- (b) acknowledges that they have read and understood the conditions of this contract and that in consideration for the College providing accommodation to the Resident agree to meet all of the Residents financial obligations arising under this contract.

**Contact Details (please print clearly):**

<b>Resident</b>	<b>Guarantor</b>
Address:	Name:  Address:
Cell number:	Cell number:
Email address:	Email address:

Signed by the Resident: ..... Date: .....

Signed by the Guarantor: ..... Date: .....

Guarantor's Relationship with Resident: .....

*(Note: If you have difficulty in obtaining the signature of a Parent or Guardian as a guarantor you should discuss your situation with the Office Administrator or Warden)*

## ***GENERAL CONDITIONS OF RESIDENCE***

### **1. Agreement**

1.1 Under this accommodation Contract, Selwyn College agrees to provide:

- (a) a safe and supportive environment in the College and which facilitates learning;
- (b) access to the College's programme of academic, social and community activities.

1.2 The Resident agrees to:

- (a) comply with the obligations of this contract and all requirements and directions provided for under this contract;
- (b) participate and contribute to the supportive and harmonious atmosphere of Selwyn College, showing consideration towards other residents and neighbours, and to College property.
- (c) pay all required fees in the manner and time established by the Contract Schedule together with any penalties imposed;

### **2. Resident to be Full-time Student**

2.1 The Resident understands and agrees that it is a condition of residence at Selwyn College that the Resident be enrolled as a full-time student at the University of Otago.

### **3. Termination by the College**

3.1 The College, acting through the Warden, shall be entitled to terminate this contract at any time:

- (a) if any information provided in support of the application for residence is found to be false or incomplete in any material particular;
- (b) if the Resident ceases to be a full-time student;
- (c) where justified on disciplinary grounds;
- (d) for the failure to make timely payment of fees;

- (e) where the College is satisfied that the Residents state of mental or physical health makes termination appropriate having regard to the interests of the Resident or of the College community.

#### **4. Liability for Fees**

- 4.1 This contract is in respect of residence for the period shown in the ***Contract Schedule***. No refund or reduction of those fees is available in respect of any period of the Resident's absence from the College.
- 4.2 In the event of early termination of this agreement (other than under clause 3.1(e)) the Resident is liable for a penalty of 1/38<sup>th</sup> of the annual fee and remains liable for payment of all outstanding fees for the balance of this contract, provided that the College may in its discretion reduce this liability in light of the circumstances of the Resident's departure from the College and/or its ability to arrange for another party to fill the vacancy left by the Resident. Liability also extends to residents suspended or expelled from the College. (Also see Part F of the Member's Handbook).

#### **5. Information Relating to Student**

- 5.1 The Resident consents to the disclosure of any of their personal information (including any information regarding disciplinary matters) to the Resident's parents or guardian or other nominated contact.
- 5.2 The Resident consents to the University of Otago releasing to the staff of Selwyn College the Resident's enrolment details and academic results, provided that such information remain confidential to those staff and used solely for purposes in connection with the welfare of the Resident or for statistical purposes which do not allow the Resident to be identified.
- 5.3 The Resident authorises any health professionals whom they may consult during the period of their residence at the College to release to the staff of the College such health information as may reasonably be necessary in the interests of the welfare of the Resident or other members of the College community.
- 5.4 The Resident agrees that the University shall have the ongoing right to make use for its purposes of the Resident's image and written and verbal statements in connection with the College.

## **6. Rights in Respect of Rooms**

- 6.1 The allocation of rooms is made by the College, and may be changed by the College at any time. The Resident may not change rooms except with the College's agreement.
- 6.2 This contract is personal to the Resident and allowing the use of the room by any other person is not permitted.
- 6.3 The staff of the College shall have the right to access the Resident's room at any time for any purpose reasonably connected with the welfare of the Resident or of any other member of the College community or reasonably connected to the inspection and maintenance of College property.

## **7. Disciplinary Process**

- 7.1 The Resident consents to the disciplinary processes and sanctions established by Selwyn College, and specifically acknowledges the right of the College to impose sanctions on the Resident for the breach of any provision of, or requirement established in accordance with, this contract. Such sanctions may include (but are not limited to):
  - 7.2 Formal and informal warnings;
  - 7.3 Requirements to undertake work;
  - 7.4 Fines (including levies made on groups of which the Resident is part in respect of damage the cause of which cannot be specifically attributed) and directions to make reparation (reparation for damage must be paid to the College directly and may not be deducted from the Resident's bond which is intended to guarantee payment of fees).
  - 7.5 Restrictions on activities, including alcohol bans and non-association or non-attendance requirements.
  - 7.6 The process to be followed in relation to any specific incident shall be appropriate to the nature of the allegation involved and the range of penalties under contemplation, provided that in any process the Resident shall be entitled to be fairly informed of the matter of concern, and shall have the opportunity to provide a response or explanation before any penalty is imposed.



- 7.7 Where any sanction is imposed by a person other than the Warden, the Resident shall be entitled to have that sanction reviewed by the Warden. Where a sanction has been imposed by the Warden, or where the Resident is not satisfied with the outcome of a review performed by that person, the Resident may within seven days of being notified of that sanction, submit an appeal to the Selwyn College Board of Governors.

## 8. Accommodation Costs and Payment Timeframe

### **CONTRACT SCHEDULE**

Accommodation Fees Instalments		First Year	Returner
ONE	Due: 8 <sup>th</sup> January 2018 If payment is not received by the due date your room is no longer guaranteed. <i>If payment is not received by 15<sup>th</sup> January 2018 your place at Selwyn cannot be guaranteed.</i>	\$ 6,500	\$ 6,500
TWO	Due: 2 <sup>nd</sup> April 2018 <i>If payment is not received by 9<sup>th</sup> April 2018 a 10% late payment penalty fee will be applied.</i>	\$ 3,331	\$ 3,073
THREE	Due: 2 <sup>nd</sup> July 2018 <i>If payment is not received by 9<sup>th</sup> July 2018 a 10% late payment penalty fee will be applied.</i>	\$ 3,331	\$ 3,073
FOUR	Due: 3 <sup>rd</sup> September 2018 <i>If payment is not received by 10<sup>th</sup> September 2018 a 10% late payment penalty fee will be applied.</i>	\$ 3,331	\$ 3,073
<b>Total for 2018 Residential Year</b>		<b>\$16,493</b>	<b>\$15,719</b>

Please refer to the 2018 Member's Handbook for information specific to residents who have been awarded scholarship funds.

**Debts remaining at the end of the year will lead to withholding of examination results and the involvement of debt collecting agencies with associated costs charged to the Resident.**

Residents are personally responsible for ensuring their fees are paid on time. Our policy is to email instalment invoices to the guarantor but should you require another copy to be given to the resident, please indicate this request on our questionnaire.

Residents are required to pay fees in full as per the payment schedule above. Alternative payment plans will only be considered on the basis of unforeseen

circumstance; please see our Office Administrator - Sarah Spruyt to discuss. Residents in receipt of student loans are required to pay their own accommodation fees personally; they are not paid automatically by the loan. The College reserves the right to alter fees during the year, which would include any increase in taxation.

**9. Residential Dates for University Students 2018:**

Semester 1: Monday 19<sup>th</sup> February - Wednesday 20<sup>th</sup> June

Semester 2 : Monday 9<sup>th</sup> July - Saturday 10<sup>th</sup> November

Fees cover residence from 19<sup>th</sup> February – 10<sup>th</sup> November (38 weeks). Residents undertaking a course of study other than the dates above must reach agreement with the Warden regarding fees and duration of stay.

**10. Upon Formal Acceptance of a Room for 2018, the following admission fees are payable (as outlined in letter of offer):**

**\$ 350.00** Non- refundable Administration fee. (**\$200.00** for returning residents – paid upon application.)

**\$ 150.00** Refundable Bond (less deductions incurred – see below). Following final departure from the College, refund occurs in December.

Bond charges may include college-wide charged damage or missing/damaged items from your bedroom.

Intentional damage will be charged separately and not against the bond.

**\$ 300.00** Refundable Selwyn College Activity Fee.

**\$1,000.00** Non-refundable Building Levy.

**\$ 1,800.00** ***First Year Resident Admission Fee Total***

**\$650.00** ***Returner Resident Admission Fee Total***

### **APPENDIX III**

#### **DOMESTIC SERVICES SCHEDULE**

Bedrooms will be cleaned by the Domestic staff as per the timetable:

<b><i>BUILDING</i></b>	<b><i>DAY</i></b>	<b><i>ROOMS</i></b>
<b>Dundas</b>	Tuesday	All
<b>Guest House</b>	Friday	All
<b>Irvine</b>	Wednesday	All
<b>Millar</b>	Wednesday	All
<b>Newcombe</b>	Wednesday	All
<b>Nevill</b>	Thursday	All
<b>Richardson</b>	Friday	All
<b>Sargood</b>	Tuesday	1 – 14
	Wednesday	15 – 27
	Thursday	28 – 43
<b>Whitehead</b>	Tuesday	11 – 27
		41 – 53
	Wednesday	28 – 40
		54 – 67
	Thursday	1 – 10
<b>Woodthorpe</b>	Thursday	All

**APPENDIX IV**  
**STAFF CONTACT DETAILS**

**WARDEN – Mr. Ashley Day**

Tel: (03) 477 3326 ext 202 or 021-234-0617

Email: [warden.selwyn@otago.ac.nz](mailto:warden.selwyn@otago.ac.nz)

**SENIOR TUTOR – Miss Latafale Auva’a**

Tel: (03) 477 3326 ext 203 or 021-279-0247

Email: [seniortutor.selwyn@otago.ac.nz](mailto:seniortutor.selwyn@otago.ac.nz)

**OFFICE ADMINISTRATOR – Mrs Sarah Spruyt**

Tel: (03) 477 3326 ext 201

Email: [admin.selwyn@otago.ac.nz](mailto:admin.selwyn@otago.ac.nz)

**DOMESTIC SUPERVISOR – Mrs Karen Bruce**

Tel: (03) 477 3326 ext 205

Email: [domestic.selwyn@otago.ac.nz](mailto:domestic.selwyn@otago.ac.nz)

**PROPERTY MANAGER – Mr Paul Smith**

Tel: (03) 477 3326 ext 204 or 021-1735407

Email: [property.selwyn@otago.ac.nz](mailto:property.selwyn@otago.ac.nz)

**CATERING MANAGER – Mr Richard Davey**

Tel: (03) 477 8332 or 021-951842

Email: [catering.selwyn@otago.ac.nz](mailto:catering.selwyn@otago.ac.nz)

**CHAPLAIN- Rev’d Michael Wallace**

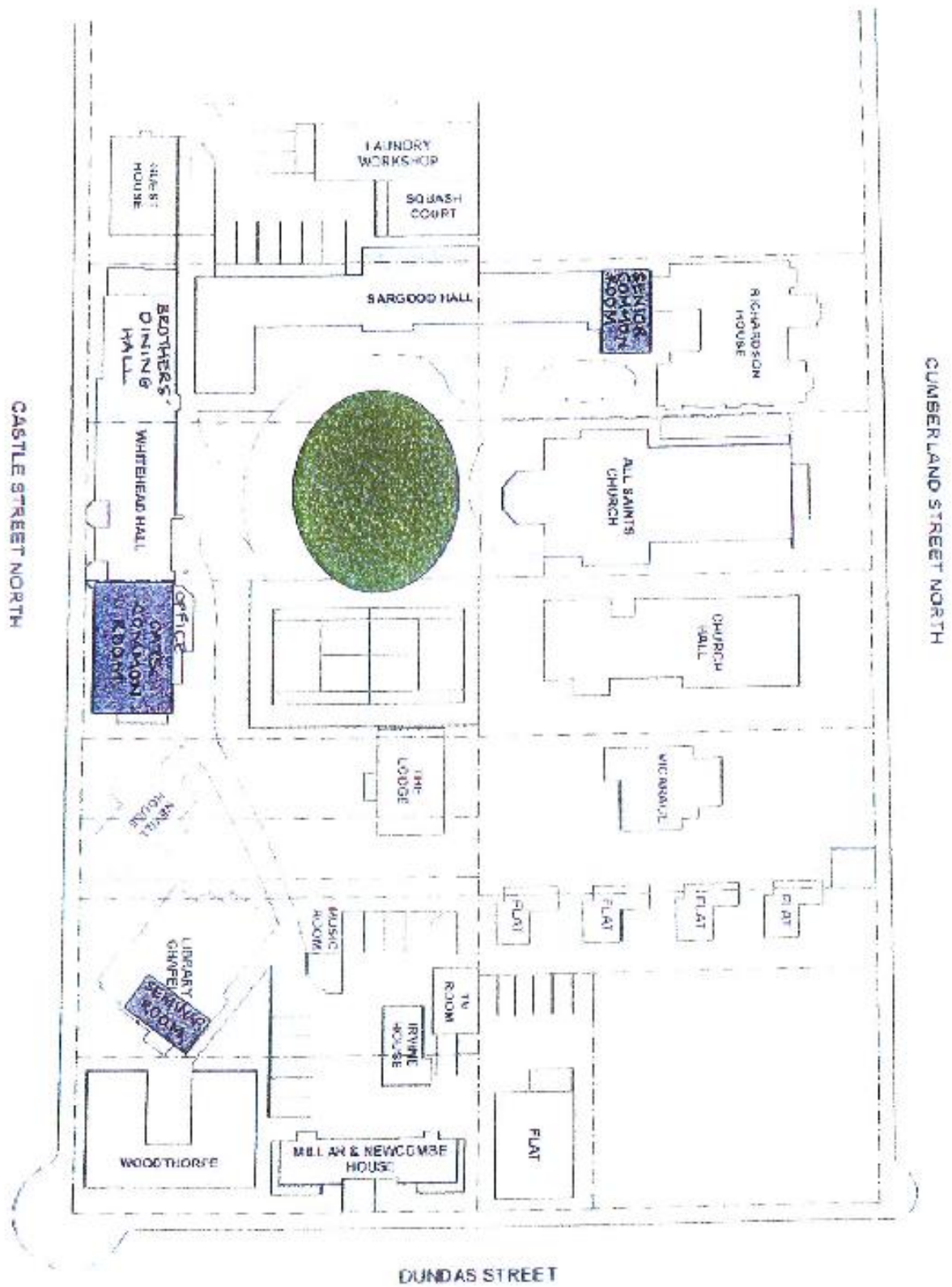
Tel: (03) 477 8300

Email: [vicar@allsaintsdsn.org.nz](mailto:vicar@allsaintsdsn.org.nz)

**DUTY PHONE - (03) 474 1945 ext 222 or 021-368322 (held by Night Porter)**

*We recommend you save the Duty Phone number on your cell phone.*

**APPENDIX V**  
**SELWYN COLLEGE MAP**



## **WELFARE TEAM 2018**

**Sam Mehrtens**

**Jean-luc Chaffey**

**Shaun Viegas**

**Genevieve Harrison**

**Sandra Mathew**

**Charles Leaper**

**Jack Elliotte**

**Alexander Rasmussen**

**Matthew Mitchell**

## **COMMITTEE 2018**

**PRESIDENT – James Anderson**

**VICE PRESIDENT – Casey Brown**

**TREASURER – Sophie Westgarth**

**INTERNAL AFFAIRS – Aaron Roydhouse**

**SOCIAL REP – Mia Sohnge**

**CULTURAL REP – Patrick Manning**

**SPORTS REP – Max Becker**

**SPORTS REP – William Trapeznik**



## Selwyn College

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Dunedin, 9016

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Fax: +64 3 477 9926

Email: [admin.selwyn@otago.ac.nz](mailto:admin.selwyn@otago.ac.nz)

Web: [www.selwyn.ac.nz](http://www.selwyn.ac.nz)



Photo Credit: Blogg Scholar – *Nathan Lea*